

# MOVE-IN INSTRUCTIONS

- 1) All renters must complete and deliver the following items in full to DES.

No.	Move-In Item	Directions	New Renter
1	Kuhio Beach Surfboard Locker Policy and Procedures (July 28, 2020 updated version)	Carefully review and complete the updated policy and procedures as some of the terms and conditions may have changed.  <i>After reading and reviewing, sign and return the signature page (Page 4).</i>  <b>Important Changes</b> <ul style="list-style-type: none"> <li>DES is no longer accepting cash (personal checks, money orders, or cashier's checks only).</li> <li>Invoices, announcements, and correspondence are now conducted primarily through email.</li> </ul>	<b>Required</b>
2	Application Form	Complete and return the application form in full. This form requires an email address and phone number.	<b>Required</b>
3	Photo Copy of ID	Submit a photocopy of a government-issued identification with photograph (Driver's License, State ID, etc.)	<b>Required</b>
4	Proof of Residency	To qualify for the resident status – provide <u>one</u> of the following: <ul style="list-style-type: none"> <li>A current voter registration receipt or certificate (go online to <a href="http://olvr.hawaii.gov/register.aspx">olvr.hawaii.gov/register.aspx</a>)</li> <li>Proof that you file a State of Hawaii Resident Income tax return using a City and County of Honolulu address (usually on Form N-11 – 1<sup>st</sup> page only – block out Social Security numbers).</li> </ul>	
5	Lock	Provide a lock to DES to secure your assigned locker. Please deliver the lock as follows: <ul style="list-style-type: none"> <li>The lock must be in good working condition (DES is not responsible for inoperable locks).</li> <li>The lock must be in an opened state with tape placed over the holes.</li> <li><u>Do not include</u> the keys or combination with the lock.</li> <li>Deliver the lock in a zip-lock bag.</li> <li>Label the zip-lock bag with your full name.</li> </ul>	<b>Required</b>

- 2) Please make an appointment by visiting:  
<https://calendly.com/honolulu/surfboard-locker-registration>
- 3) All completed paperwork, payment, and lock must be turned in at the time of your appointment. You will be notified by email when DES places your lock on your assigned locker.
- 4) Office location: Neal S. Blaisdell Center, 777 Ward Avenue, Administration Office – 2<sup>nd</sup> Floor (above the Exhibition Hall)
- 5) For Parking: Enter from the Victoria Street / King Street entrance and park in the parking structure. You will be required to pay for parking (\$8.00) when you enter. Ask for a receipt and bring the receipt with you to the office – it will be validated. From the parking structure, enter the covered walkway between the Exhibition Hall and the Arena; walk toward Ward Avenue; walk past the Exhibition Hall glass doors on the right, past the restrooms, turn right, take the elevator or stairs to the 2<sup>nd</sup> floor, and check in with the Receptionist.

**Due to the COVID-19 pandemic, when dropping off your paperwork and lock, you must wear a mask, check in with the Receptionist, and wait outside until you are called on.**